RAMAPO COLLEGE OF NEW JERSEY

Adaptive Insights

User Guide

November 3, 2015

Version 1.0

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1. Adaptive Insights

Adaptive Insights is a comprehensive web-based application that will be used for budgeting, planning, and forecasting. Adaptive can be accessed from anywhere by web or mobile. The same Funds, Organizations (called Levels in Adaptive), Accounts, and Programs will be used in Adaptive.

Adaptive Insights is **NOT** a financial transaction system and is not replacing Banner. Banner will still be used to check budget availability, to view transaction detail, enter requisitions, etc.

2. Browsers

Adaptive Insights supports the following browsers:

Windows-Based Browsers:

- **Internet Explorer:** Latest version, plus two prior releases
- **Mozilla Firefox:** Latest version of, plus ESR* release
    - *ESR is an official release of Firefox for desktop use by organization including schools, universities, business, and others who need extended support for mass developments
- **Google Chrome:** Latest version
    - **NOTE:** Google Chrome will not be updating plugins like Java and will not work with Adaptive in the near future

Mac Browsers:

- **Firefox:** Latest version, plus two prior versions
- Mac OS X 10.7 (Lion), 10.8 (Mountain Lion), and 10.9 (Mavericks)

Tablet Browsers:

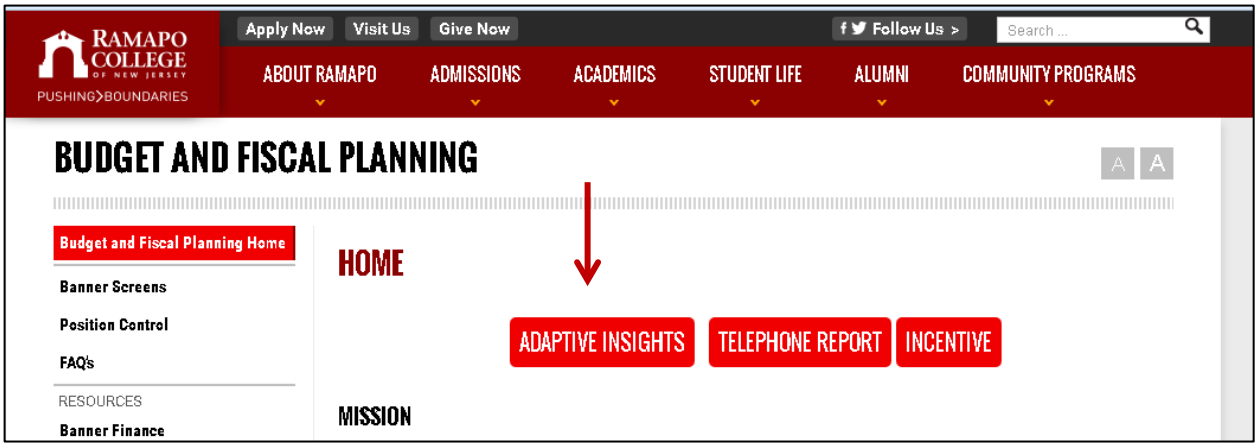
- iOS: iPad 4 (Safari)
- Android: Galaxy Tab 3 (Chrome)
- Windows: MS Surface Pro (IE)

Call ITS Support at Ext. 7777 for issues with Internet browsers; **do not** call Adaptive or the Budget Office.

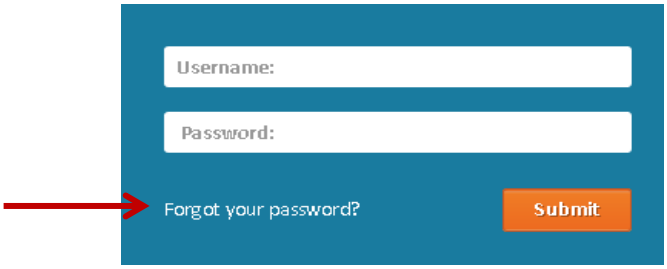
3. Logging into Adaptive Insights

1. Go to **www.adaptiveinsights.com** OR to the Budget Office webpage at **www.ramapo.edu/budget** and click on the "Adaptive Insights" button.

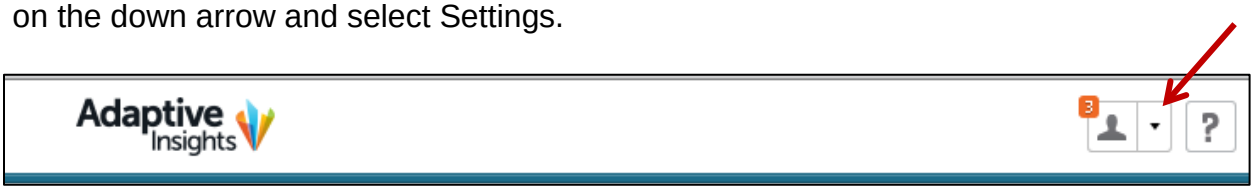
   Login with your email address and password.



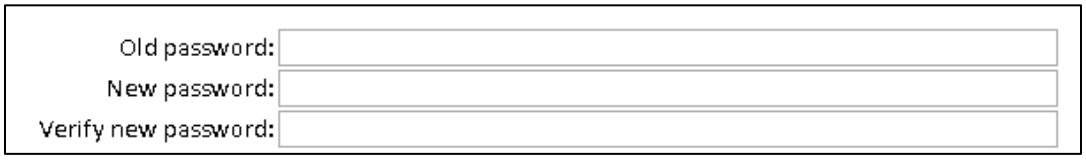
2. If a user has forgotten their password, select the link "Forgot your Password?". An email will be sent containing a link to reset the password.



3. To change a password after logging in, go to the upper right corner of the home page. Click on the down arrow and select Settings.



4. In the top right, enter the old password, a new password, and then verify the new password one more time. Click save at the bottom of the page.



4. User Security – Roles and Levels

Every user is assigned both a Role and a Level.

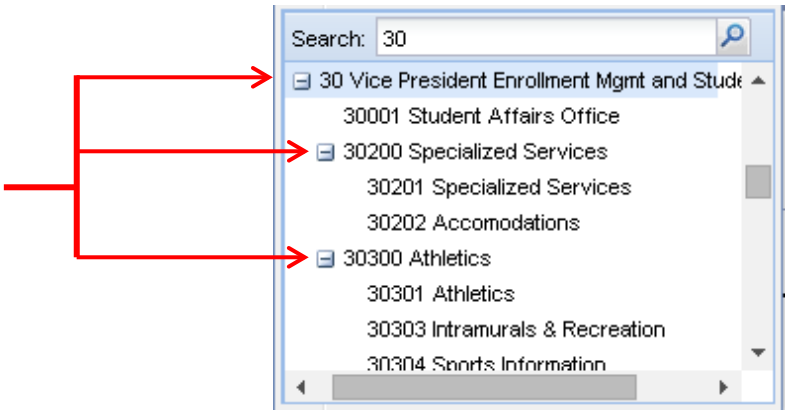
Roles enable a user to perform certain functions such as entering data in sheets or accessing reports.

- **Report Only:** Users will have access to view all reports and Dashboards published to them, but will not have access to create reports or edit data on sheets.
- **Standard:** Unit Directors can edit data on sheets, access and create reports, see salary Level detail, see which users are logged in, and approve Levels in Workflow. In Discovery, user can view Dashboards published to them, edit Personal Discovery Dashboards, and use analysis tools.
- **Discovery:** User can view Dashboards published to them, edit Personal Discovery Dashboards, and use analysis tools.

Levels provide access to data for the appropriate areas of the college. Some users may have more than one Level.

- Access to reports is granted by Level or by user.
- A user can save a report with the "Show all data regardless of Level" option, allowing viewers of the report to see data for all Levels available.
    - If a user tries to drill into data he/she normally does not have access to, the system will not allow a user to drill any further and will display an error message.
    - Access cannot be granted by folder, nor can reports be assigned to an individual user.

Users will only see those Levels that he/she has been given access to in the drop-down selectors on reports.

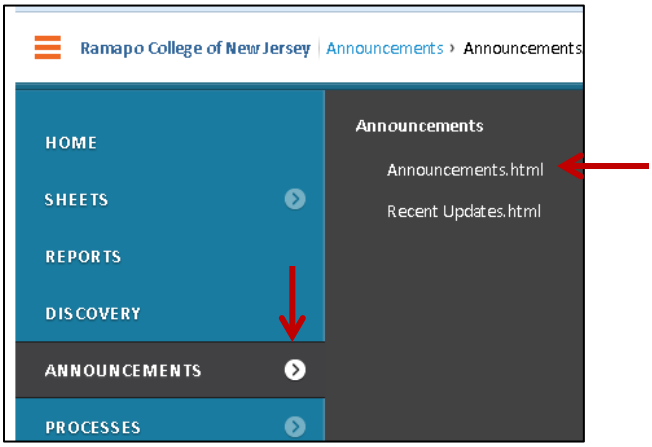


5. Navigating the Announcements Page

A. Locating Announcements

- Hover over the Navigation Icon in the top left corner.

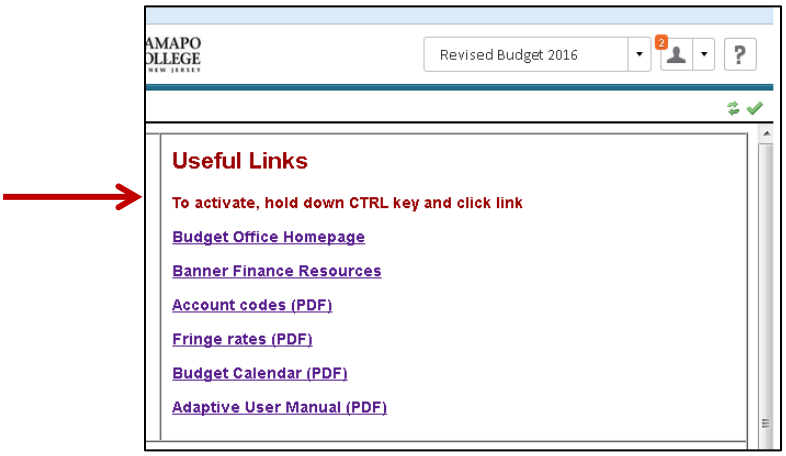
- Hover over Announcements and choose Announcements.html.



B. Budget Office Links

On the Home Page contains links to the Budget Office files including the Budget Office Homepage, Banner Finance Resources, Account Codes, Fringe Rates, the Budget Calendar, and the Adaptive User Manual

To view one of these link, hold down the CTRL key and click the link you want to see.

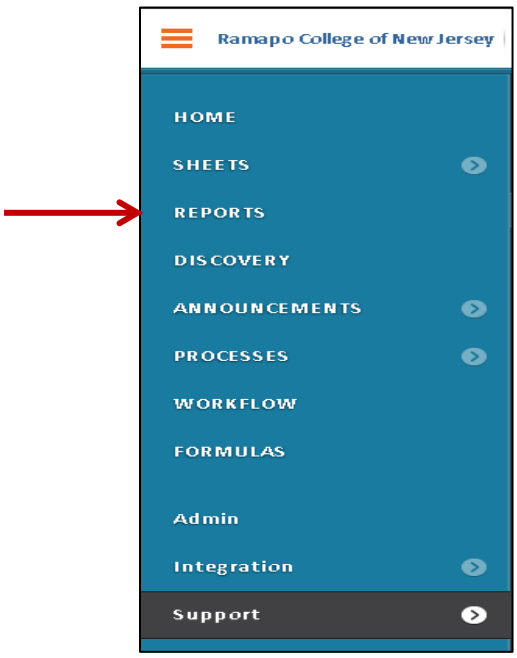


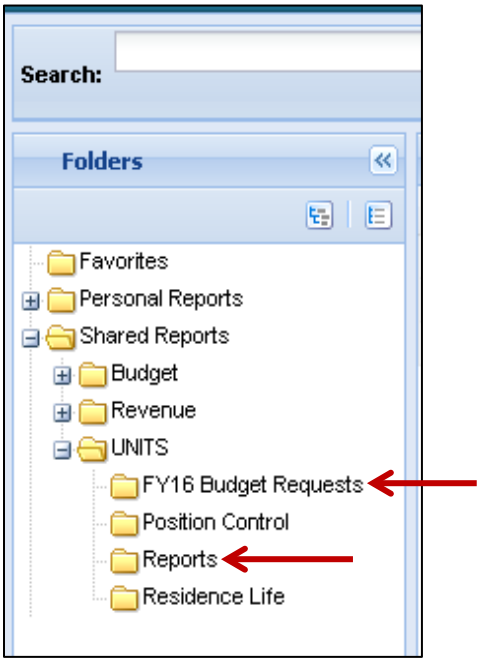
6. Accessing Reports

A. Locating Reports

- Hover over the Navigation Icon in the top left corner.

- Click on “Reports”. Click the plus sign (+) to open Shared Reports, then click the plus sign (+) again to open UNITS. The folders needed are:
  a. Reports
  b. FY16 Budget Requests



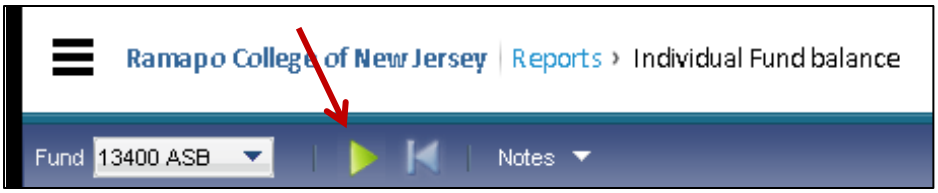


B. Viewing Reports

To view more than one report simultaneously, there are two options:

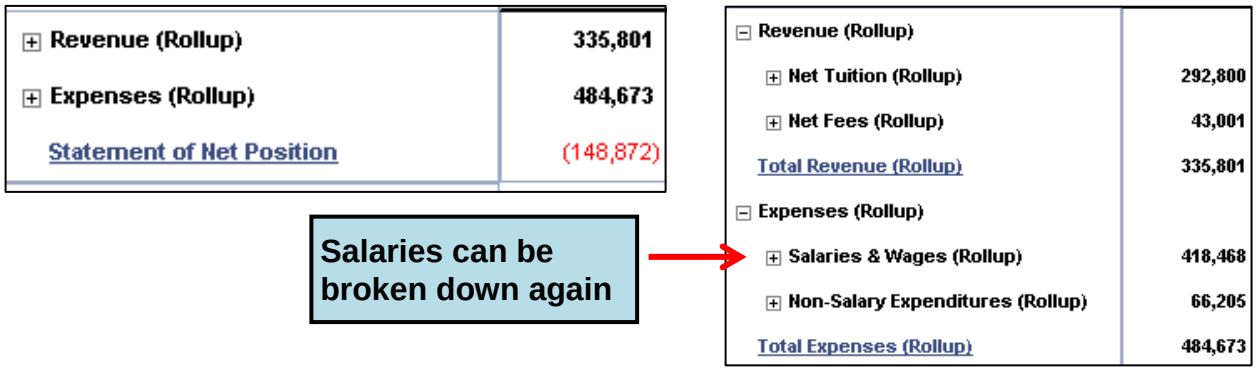
1. Hold down the CTRL key and click on “Reports” next to the Navigation Icon. It will open in a new tab to the Reports page. Open a report in the new tab.
2. Click & Hold the “Reports” link next to the Navigation Icon. Keep holding and drag the link to the top of the browser to open a new tab. Open a report in the new tab.

NOTE: If a report is filtered, the green triangle must be clicked on to run the report.

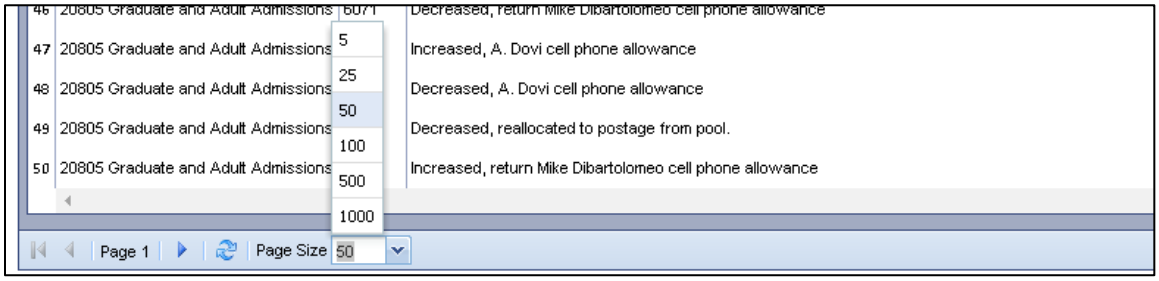


Some reports may have **Rollups**, or totals of multiple accounts. To view Rollups:

- Click on the plus sign (+) next to the Rollup to see a breakdown of the Rollup.
- Click on the minus sign (-) next to the Rollup to go back.
    a. **NOTE:** Rollups can be broken down more than once



Some reports may have a **page size** at the bottom. Change the size to 1000 to ensure all data is shown in the report. After clicking on a page size, the report should automatically reload and should show the total number of rows.


47 20805 Graduate and Adult Admissions Increased, A. Dovi cell phone allowance
48 20805 Graduate and Adult Admissions Decreased, A. Dovi cell phone allowance
49 20805 Graduate and Adult Admissions Decreased, reallocated to postage from pool.
50 20805 Graduate and Adult Admissions Increased, return Mike Dibartolomeo cell phone allowance
5
25
50
100
500
1000
Page 1
Page Size 50

Click on “Reports” next to the Navigation Icon. **NOTE:** If a user leaves a filtered report, the filter will be lost when the user goes back to the report. Save Reports in Personal Folders to keep filters (Section 6).

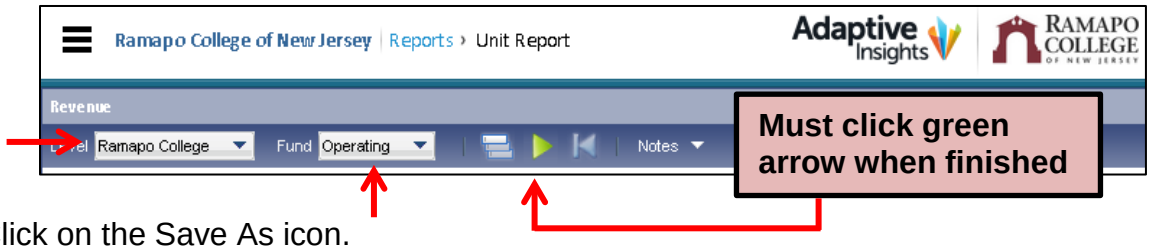
7. Reports Toolbar

At the top right of each report is a set of icons and buttons to help breakdown reports. The picture below displays the buttons talked about in this section in order from left to right.

A. Save As

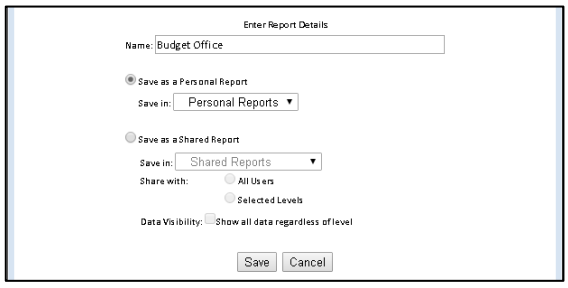
- Used to save personal reports or shared reports

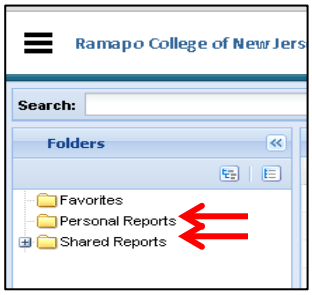
1. Filter the report using filters or the Filter button (discussed next in this section).



2. Click on the Save As icon.

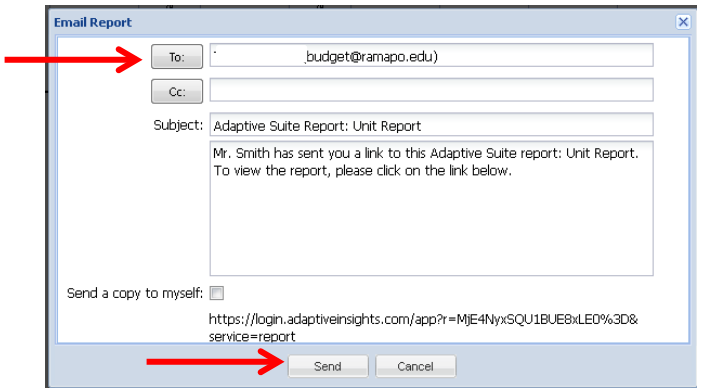
3. In the Save Report pop up, name the new report. Then, click on either button for “Save as a Personal Report” OR “Save as a Shared Report”. Click Save. View a new report in Reports under either Personal Reports or Shared Reports.





4. After creating a personal report, use the Email Report button to share with other Adaptive users.
    a. **NOTE:** To share Adaptive Reports, an email recipient must be an Adaptive User.

5. Open up the Personal Report and then click on the Email Report button. Then, click on "To:" to select a contact or contacts. Click send.

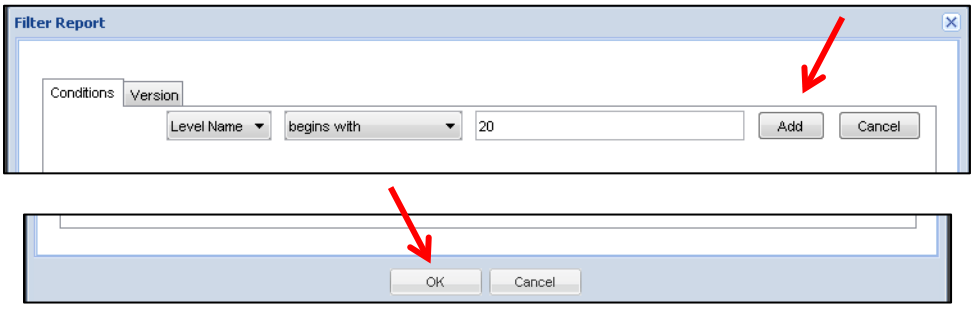


B. Filter

- Sort reports by Fund, Level/Org, Prog, Account, etc.

1. Click on Filter button to create a filter.

2. Click Add. Use the drop down arrows to filter the report. For each filter, click add. Click ok when finished.

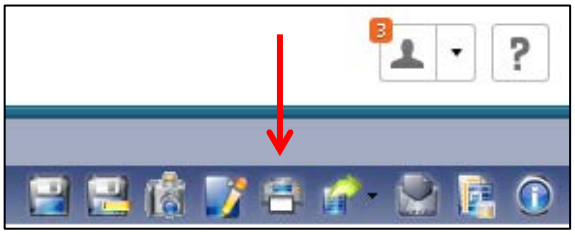


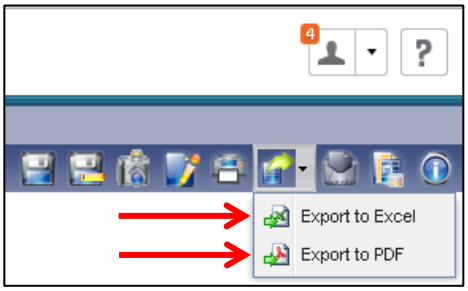
C. Printable View & Export Report

- Both used to export report to Excel. **Export Report** can also export to a PDF file:

1. Filter a report to the correct Level/Org, and open all Rollups.

2. Either click on the printer icon or the arrow for the upload icon. If a user clicks the Export Report button, select “Export to Excel” or “Export to PDF”.





3. Choose a location to save the Excel or PDF file and click save. Open the file.

4. The Excel file will display the report uploaded from Adaptive.
   a. **NOTE**: To see a breakdown of Rollups in Excel, Rollups must be broken down beforehand in Adaptive. Once the report is uploaded to Excel, hiding or revealing Rollups is not possible.

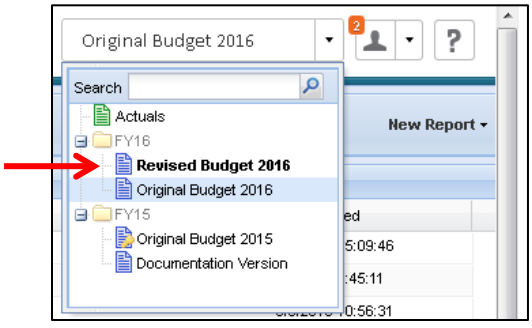
8. Unit Reports

Report data provides information based on the Level access assigned to each user. After going to the reports page, click on “Reports” under the UNITS folder to view:

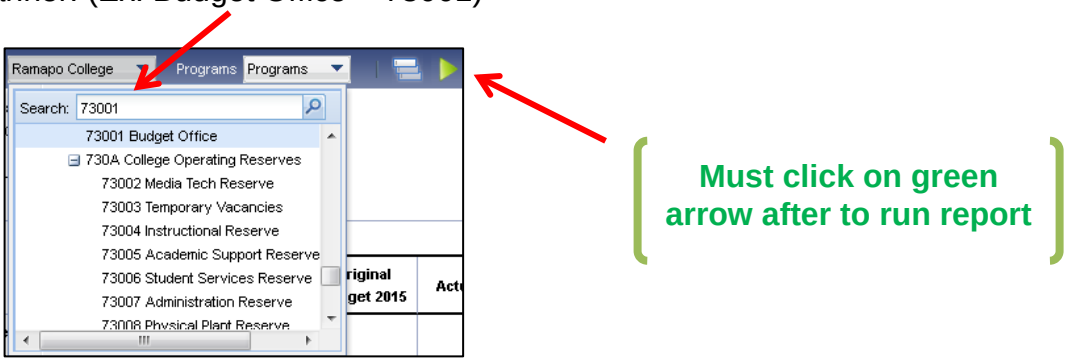
A. Budget vs Actual
B. Unit History
C. Unit Report & Unit Report YTD

NOTE: You must be in Revised Budget 2016 version to view these Reports. To change the version:

1. Open the Reports folder. This can be under the UNITS folder in Shared folders.
2. In the top right of the page, change the version to Revised Budget 2016 in the FY16 folder.

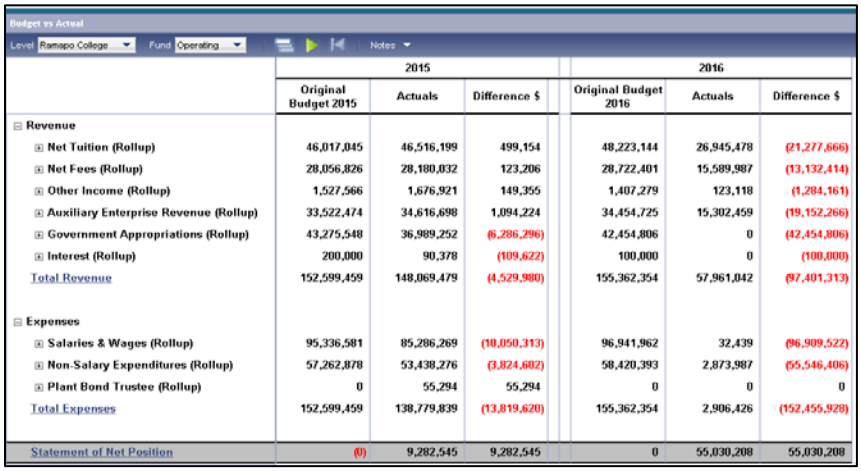


Each report can be filtered by Fund, Level/Org, or Program. Search the name or its five digit code used in banner. (Ex: Budget Office = 73001)



A. Budget vs Actual

- Displays Original Budget in comparison to the Actual Budget for current and previous year
- Filter by Level/Org or Program



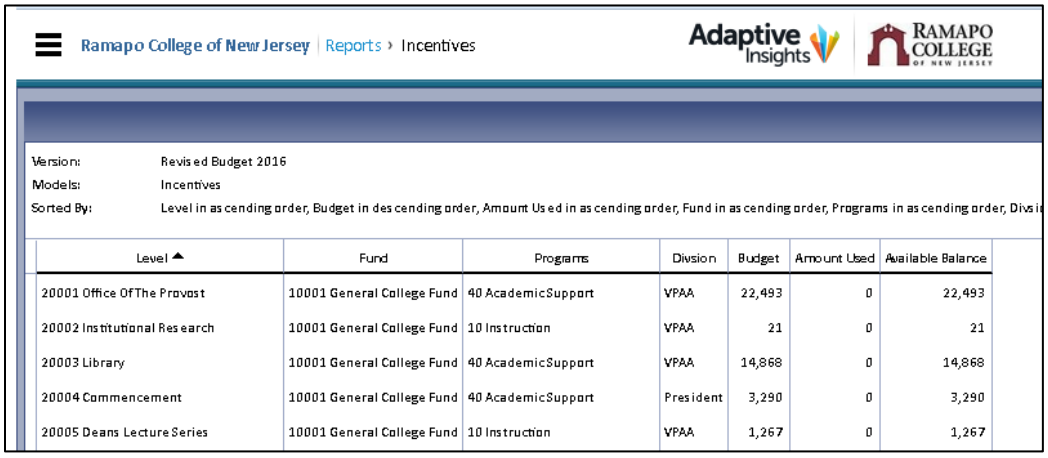
Budget vs Actual

Level: Ramapo College Fund: Operating Notes

	2015			2016		
	Original Budget 2015	Actuals	Difference $	Original Budget 2016	Actuals	Difference $
Revenue						
Net Tuition (Rollup)	46,017,045	46,516,199	499,154	48,223,144	26,945,478	(21,277,666)
Net Fees (Rollup)	28,056,826	28,180,032	123,206	28,722,401	15,589,987	(13,132,414)
Other Income (Rollup)	1,527,566	1,676,921	149,355	1,407,279	123,118	(1,284,161)
Auxiliary Enterprise Revenue (Rollup)	33,522,474	34,616,698	1,094,224	34,454,725	15,302,459	(19,152,266)
Government Appropriations (Rollup)	43,275,548	36,989,252	(6,286,296)	42,454,806	0	(42,454,806)
Interest (Rollup)	200,000	90,378	(109,622)	100,000	0	(100,000)
Total Revenue	152,599,459	148,069,479	(4,529,980)	155,362,354	57,961,042	(97,401,313)
Expenses						
Salaries & Wages (Rollup)	95,336,581	85,286,269	(10,050,313)	96,941,962	32,439	(96,909,522)
Non-Salary Expenditures (Rollup)	57,262,878	53,438,276	(3,824,602)	58,420,393	2,873,987	(55,546,406)
Plant Bond Trustee (Rollup)	0	55,294	55,294	0	0	0
Total Expenses	152,599,459	138,779,839	(13,819,620)	155,362,354	2,906,426	(152,455,928)
Statement of Net Position	(0)	9,282,545	9,282,545	0	55,030,208	55,030,208

B. Incentives

- Displays Available Incentive Budget by Level
- Includes Fund, Program, Division, Original Budget, and Amount Used
- **MUST BE IN REVISED BUDET 2015**



Ramapo College of New Jersey | Reports › Incentives

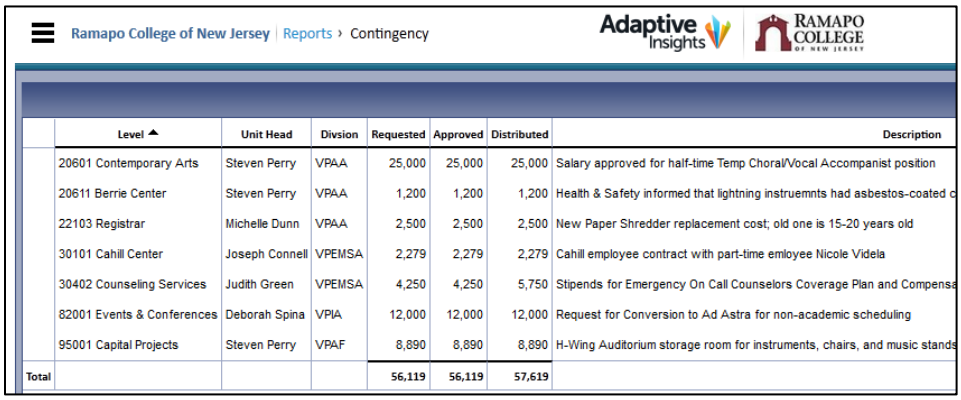
Adaptive Insights | RAMAPO COLLEGE OF NEW JERSEY

Version: Revised Budget 2016
Models: Incentives
Sorted By: Level in ascending order, Budget in descending order, Amount Used in ascending order, Fund in ascending order, Programs in ascending order, Divsi

Level	Fund	Programs	Division	Budget	Amount Used	Available Balance
20001 Office Of The Provost	10001 General College Fund	40 Academic Support	VPAA	22,493	0	22,493
20002 Institutional Research	10001 General College Fund	10 Instruction	VPAA	21	0	21
20003 Library	10001 General College Fund	40 Academic Support	VPAA	14,868	0	14,868
20004 Commencement	10001 General College Fund	40 Academic Support	President	3,290	0	3,290
20005 Deans Lecture Series	10001 General College Fund	10 Instruction	VPAA	1,267	0	1,267

C. Contingency

- Displays Level, Unit Head, Amount Requested, Approved, & Distributed
- Description of Contingency request
- **MUST BE IN REVISED BUDET 2015**

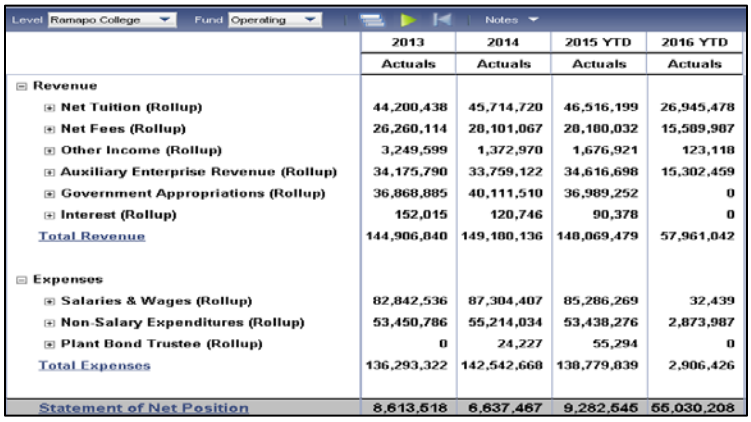


Ramapo College of New Jersey | Reports › Contingency

Level	Unit Head	Divsion	Requested	Approved	Distributed	Description
20601 Contemporary Arts	Steven Perry	VPAA	25,000	25,000	25,000	Salary approved for half-time Temp Choral/Vocal Accompanist position
20611 Berrie Center	Steven Perry	VPAA	1,200	1,200	1,200	Health & Safety informed that lightning instruemnts had asbestos-coated c
22103 Registrar	Michelle Dunn	VPAA	2,500	2,500	2,500	New Paper Shredder replacement cost; old one is 15-20 years old
30101 Cahill Center	Joseph Connell	VPEMSA	2,279	2,279	2,279	Cahill employee contract with part-time emloyee Nicole Videla
30402 Counseling Services	Judith Green	VPEMSA	4,250	4,250	5,750	Stipends for Emergency On Call Counselors Coverage Plan and Compens
82001 Events & Conferences	Deborah Spina	VPIA	12,000	12,000	12,000	Request for Conversion to Ad Astra for non-academic scheduling
95001 Capital Projects	Steven Perry	VPAF	8,890	8,890	8,890	H-Wing Auditorium storage room for instruments, chairs, and music stands
Total			56,119	56,119	57,619	

D. Unit History

- Displays Revenue and Expense Rollup for past three fiscal years and current YTD
- Filter by Level/Org or Fund

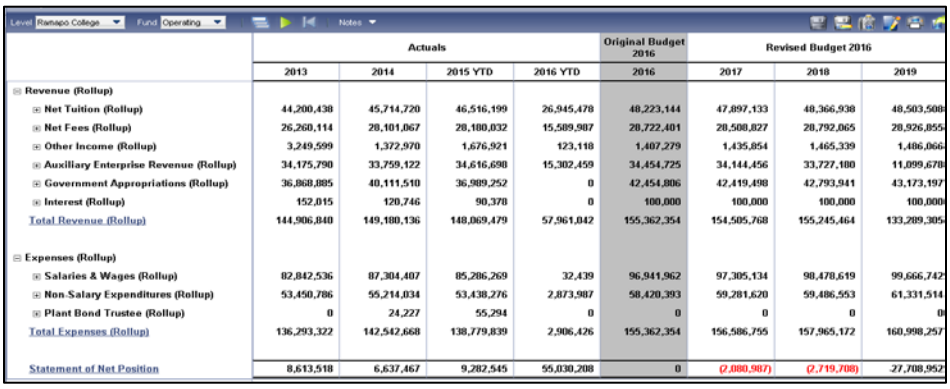


Level: Ramapo College | Fund: Operating | Notes

	2013 Actuals	2014 Actuals	2015 YTD Actuals	2016 YTD Actuals
Revenue				
Net Tuition (Rollup)	44,200,438	45,714,720	46,516,199	26,945,478
Net Fees (Rollup)	26,260,114	28,101,067	28,180,032	15,589,987
Other Income (Rollup)	3,249,599	1,372,970	1,676,921	123,118
Auxiliary Enterprise Revenue (Rollup)	34,175,790	33,759,122	34,616,698	15,302,459
Government Appropriations (Rollup)	36,868,885	40,111,510	36,989,252	0
Interest (Rollup)	152,015	120,746	90,378	0
Total Revenue	144,906,840	149,180,136	148,069,479	57,961,042
Expenses				
Salaries & Wages (Rollup)	82,842,536	87,304,407	85,286,269	32,439
Non-Salary Expenditures (Rollup)	53,450,786	55,214,034	53,438,276	2,873,987
Plant Bond Trustee (Rollup)	0	24,227	55,294	0
Total Expenses	136,293,322	142,542,668	138,779,839	2,906,426
Statement of Net Position	8,613,518	6,637,467	9,282,545	55,030,208

E. Unit Report & Unit Report YTD

- Displays Revenue and Expense Rollup for previous 3 years, current year, and next 3 years
- Revenue and expenses are broken down into more specific Rollups
- **Unit Report** can be filtered by Fund or Level/Org
- **Unit Report YTD** can be filtered by Level/Org or Prog



Level: Ramapo College | Fund: Operating | Notes

	Actuals				Original Budget 2016	Revised Budget 2016		
	2013	2014	2015 YTD	2016 YTD	2016	2017	2018	2019
Revenue (Rollup)								
Net Tuition (Rollup)	44,200,438	45,714,720	46,516,199	26,945,478	48,223,144	47,897,133	48,366,938	48,503,508
Net Fees (Rollup)	26,260,114	28,101,067	28,180,032	15,589,987	28,722,401	28,508,827	28,792,065	28,926,855
Other Income (Rollup)	3,249,599	1,372,970	1,676,921	123,118	1,407,279	1,435,854	1,465,339	1,486,066
Auxiliary Enterprise Revenue (Rollup)	34,175,790	33,759,122	34,616,698	15,302,459	34,454,725	34,144,456	33,727,188	11,099,678
Government Appropriations (Rollup)	36,868,885	40,111,510	36,989,252	0	42,454,806	42,419,498	42,793,941	43,173,197
Interest (Rollup)	152,015	120,746	90,378	0	100,000	100,000	100,000	100,000
Total Revenue (Rollup)	144,906,840	149,180,136	148,069,479	57,961,042	155,362,354	154,505,768	155,245,464	133,289,305
Expenses (Rollup)								
Salaries & Wages (Rollup)	82,842,536	87,304,407	85,286,269	32,439	96,941,962	97,305,134	98,478,619	99,666,742
Non-Salary Expenditures (Rollup)	53,450,786	55,214,034	53,438,276	2,873,987	58,420,393	59,281,620	59,486,553	61,331,514
Plant Bond Trustee (Rollup)	0	24,227	55,294	0	0	0	0	0
Total Expenses (Rollup)	136,293,322	142,542,668	138,779,839	2,906,426	155,362,354	156,586,755	157,965,172	160,998,257
Statement of Net Position	8,613,518	6,637,467	9,282,545	55,030,208	0	(2,080,987)	(2,719,708)	27,708,952

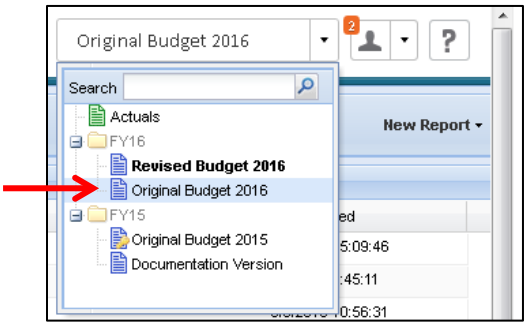
9. Budget Requests

The Budget Requests folder contains information on submissions related to the budget. Click on the Unit Reports folder to view more folders. Then, click on the "FY16 Budget Requests" folder to view:

A. Adjustments to Original Budget
B. Capital Requests
C. Inflationary Requests
D. Original Budget Variance
E. SPIF Requests

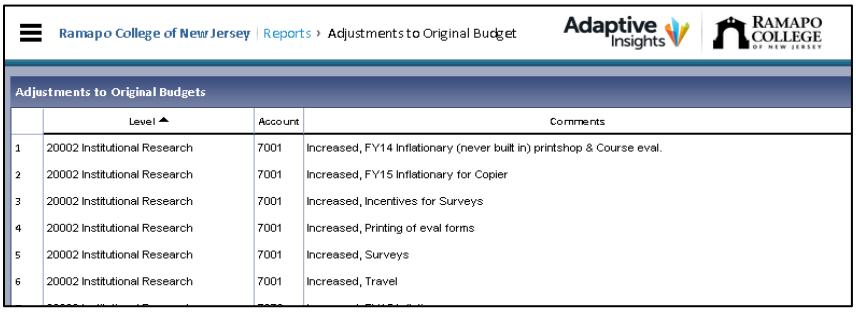
NOTE: You must be in Original Budget 2016 version to view these Reports. To change the version:

1. Open the FY16 Budget Requests folder. This can be found under the UNITS folder in Shared folders
2. In the top right of the page, change the version to Original Budget 2016 in the FY16 folder.



A. Adjustments to Original Budget

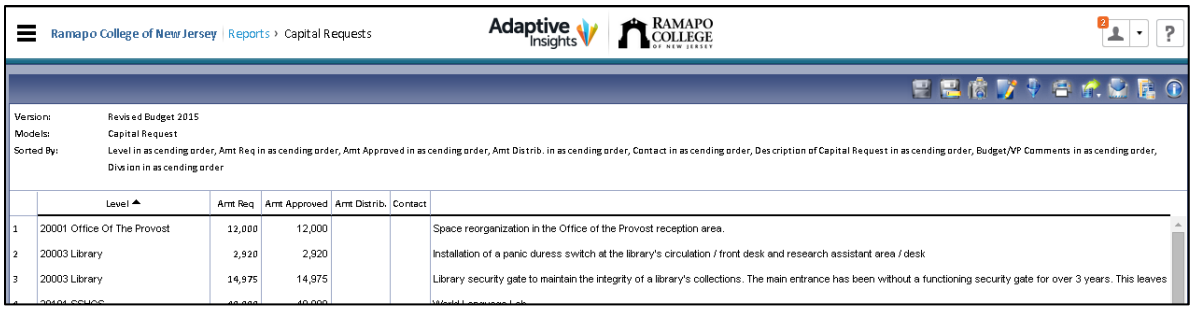
- Displays changes in unit budgets from prior fiscal year


Ramapo College of New Jersey | Reports › Adjustments to Original Budget
Adaptive Insights
Adjustments to Original Budgets

	Level	Account	Comments
1	20002 Institutional Research	7001	Increased, FY14 Inflationary (never built in) printshop & Course eval.
2	20002 Institutional Research	7001	Increased, FY15 Inflationary for Copier
3	20002 Institutional Research	7001	Increased, Incentives for Surveys
4	20002 Institutional Research	7001	Increased, Printing of eval forms
5	20002 Institutional Research	7001	Increased, Surveys
6	20002 Institutional Research	7001	Increased, Travel

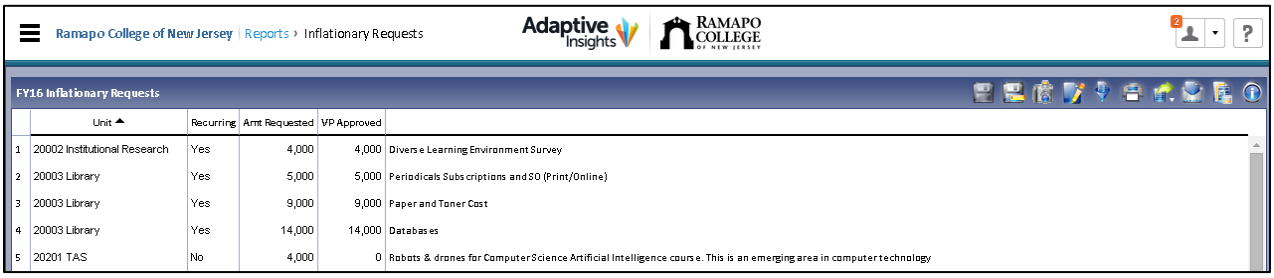
B. Capital Requests

- Displays the disposition of any capital improvement request


Ramapo College of New Jersey | Reports › Capital Requests
Adaptive Insights
RAMAPO COLLEGE OF NEW JERSEY
Version: Revised Budget 2015
Models: Capital Request
Sorted By: Level in ascending order, Amt Req in ascending order, Amt Approved in ascending order, Amt Distrib. in ascending order, Contact in ascending order, Description of Capital Request in ascending order, Budget/VP Comments in ascending order, Division in ascending order
Level | Amt Req | Amt Approved | Amt Distrib. | Contact
1 20001 Office Of The Provost 12,000 12,000 Space reorganization in the Office of the Provost reception area.
2 20003 Library 2,920 2,920 Installation of a panic duress switch at the library's circulation / front desk and research assistant area / desk
3 20003 Library 14,975 14,975 Library security gate to maintain the integrity of a library's collections. The main entrance has been without a functioning security gate for over 3 years. This leaves

C. Inflationary Requests

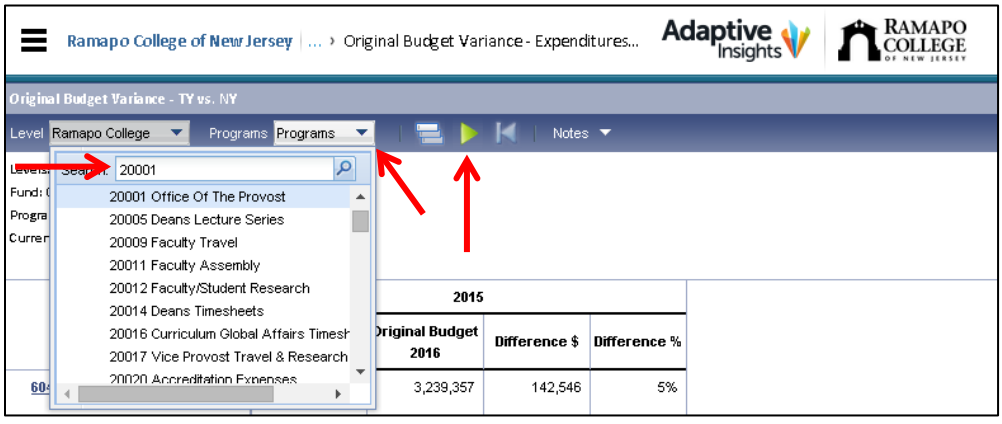
- Details the budget increases requested and the disposition of each request


Ramapo College of New Jersey | Reports › Inflationary Requests
Adaptive Insights
RAMAPO COLLEGE OF NEW JERSEY
FY16 Inflationary Requests
Unit | Recurring | Amt Requested | VP Approved
1 20002 Institutional Research Yes 4,000 4,000 Diverse Learning Environment Survey
2 20003 Library Yes 5,000 5,000 Periodicals Subscriptions and SO (Print/Online)
3 20003 Library Yes 9,000 9,000 Paper and Toner Cost
4 20003 Library Yes 14,000 14,000 Databases
5 20201 TAS No 4,000 0 Robots & drones for Computer Science Artificial Intelligence course. This is an emerging area in computer technology

D. Original Budget Variance

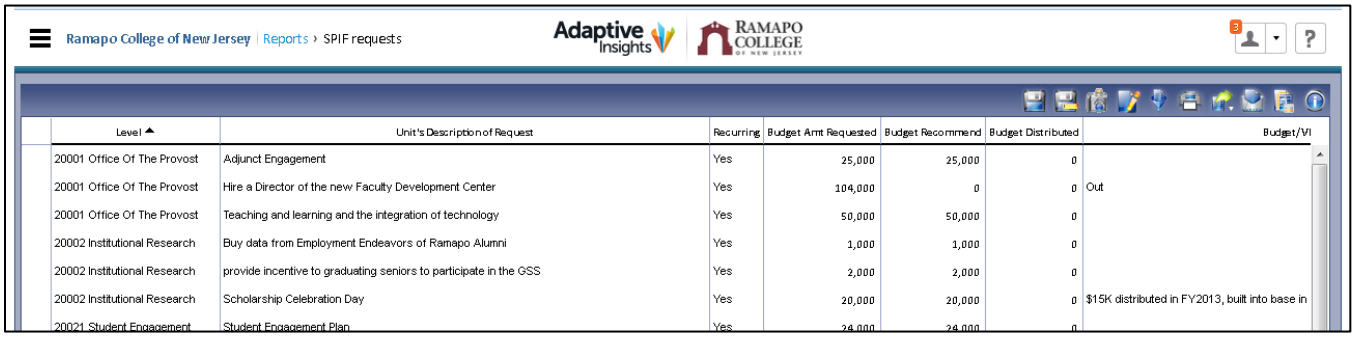
- Unit budget by account for prior year and current year
- Displays changes in $ and % change
- **NOTE:** Units are expected to remain within budget on all lines on this report, including Blanket Salaries, Stipend, Pool, Telephone & Postage, etc.

1. Search the name of the Level/Org or its five digit code used in Banner. (Ex: Office of the Provost = 20001)



E. SPIF Requests

- Displays the disposition of any SPIF request



Level	Unit's Description of Request	Recurring	Budget Amt Requested	Budget Recommend	Budget Distributed	Budget/VI
20001 Office Of The Provost	Adjunct Engagement	Yes	25,000	25,000	0	
20001 Office Of The Provost	Hire a Director of the new Faculty Development Center	Yes	104,000	0	0	Out
20001 Office Of The Provost	Teaching and learning and the integration of technology	Yes	50,000	50,000	0	
20002 Institutional Research	Buy data from Employment Endeavors of Ramapo Alumni	Yes	1,000	1,000	0	
20002 Institutional Research	provide incentive to graduating seniors to participate in the GSS	Yes	2,000	2,000	0	
20002 Institutional Research	Scholarship Celebration Day	Yes	20,000	20,000	0	$15K distributed in FY2013, built into base in
20021 Student Engagement	Student Engagement Plan	Yes	24,000	24,000	0	

10. Salary & Benefits

Users with access to the Salaries & Benefits folder will be able to access reports with confidential information, including Salaries of their units, overtime, stipends, and student aides. If a user does not feel comfortable accessing such information, they should notify the Budget Office.

A. Full-Time Personnel by FOAP by Position
B. Overtime by Division by Unit
C. Salary Blanket by Division by Unit
D. Stipends by Division by Unit
E. Student Aide by Division by Unit
F. Total Salary & Benefits by Division by Unit

NOTE: You must be in Revised Budget 2016 version to view these Reports. To change the version:

1. Open the Salary & Benefits folder. This can be found under the UNITS folder in Shared folders
2. In the top right of the page, change the version to Revised Budget 2016 in the FY16 folder.

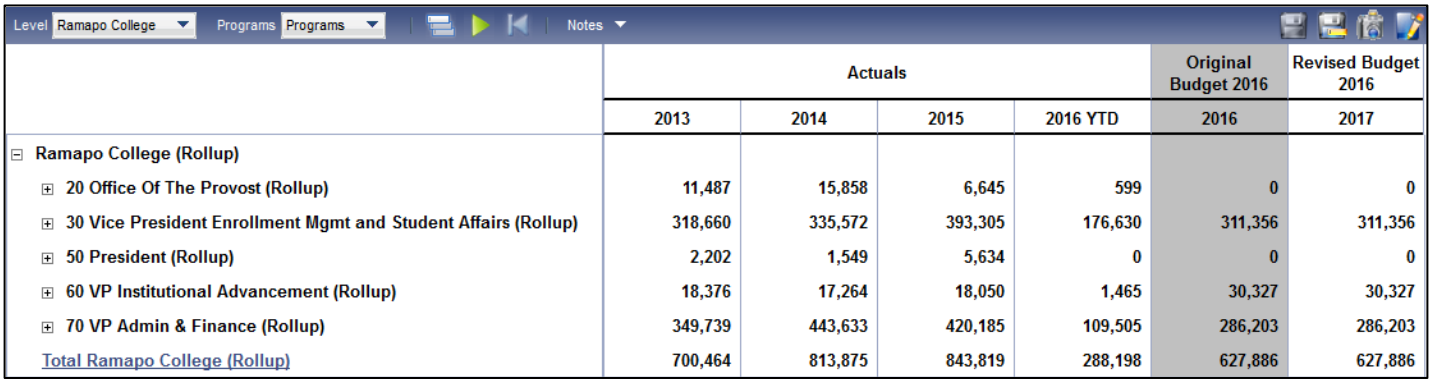
A. Full-Time Personnel by FOAP by Position

- Displays FOAP, Personnel, Position Number, Job Title, and 3-year budget for Salary

	Fund	Org	Account	Programs	Name	POSN	Local Title
3	10001 General College Fund	20001 Office Of The Provost	6001	40 Academic Support	Naporano, Clare	018119	Asst Dir Academic Affairs
4	10001 General College Fund	20001 Office Of The Provost	6001	40 Academic Support	Vacant	018174	Associate Provost
5	10001 General College Fund	20001 Office Of The Provost	6006	40 Academic Support	Capizzi, Joan	018010	Executive Secretarial Asst
6	10001 General College Fund	20001 Office Of The Provost	6006	40 Academic Support	Murchio, Sandra	018001	Secretarial Asst 1
7	10001 General College Fund	20002 Institutional Research	6001	10 Instruction	Khaneja, Gurvinder	018152	Dir Institutional Research
8	10001 General College Fund	20002 Institutional Research	6003	10 Instruction	Latona, Jack	018054	Research Analyst
9	10001 General College Fund	20002 Institutional Research	6003	10 Instruction	Plessner, Laura	018190	Administrative Assistant
10	10001 General College Fund	20002 Institutional Research	6003	10 Instruction	Xu, Deyu	637063	Database Program Analyst
11	10001 General College Fund	20003 Library	6001	40 Academic Support	Siecke, Elizabeth	044944	College Librarian
12	10001 General College Fund	20003 Library	6002	40 Academic Support	Connor, Christina	637068	Instr/Emerg Tech Librarian

B. Overtime by Division by Unit

- Displays Overtime Actuals for last 3 fiscal years, current YTD & Budget, and next year budget
- Rollups can be drilled down to Level/Organization
- Filter by Level or Program

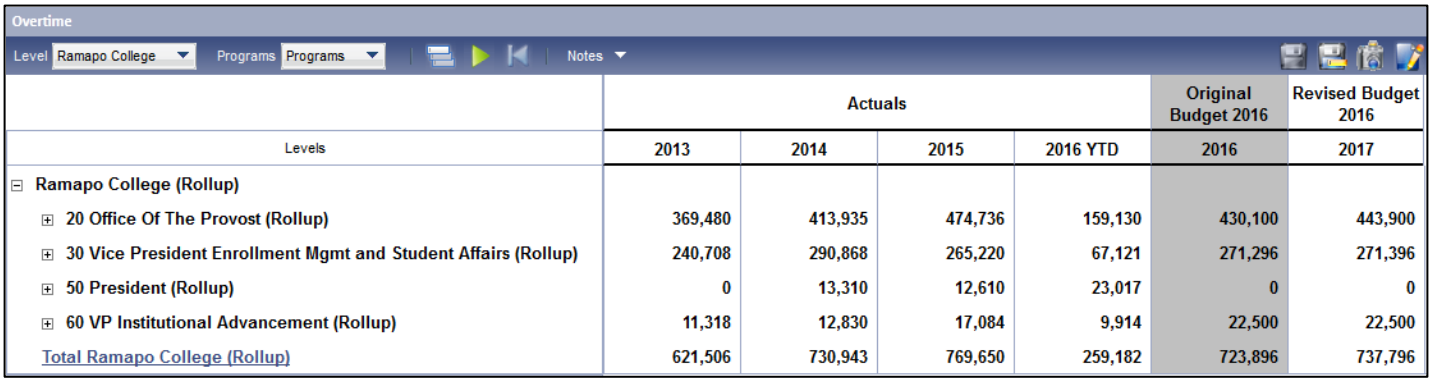


Level: Ramapo College | Programs: Programs | Notes

	Actuals				Original Budget 2016	Revised Budget 2016
	2013	2014	2015	2016 YTD	2016	2017
Ramapo College (Rollup)						
20 Office Of The Provost (Rollup)	11,487	15,858	6,645	599	0	0
30 Vice President Enrollment Mgmt and Student Affairs (Rollup)	318,660	335,572	393,305	176,630	311,356	311,356
50 President (Rollup)	2,202	1,549	5,634	0	0	0
60 VP Institutional Advancement (Rollup)	18,376	17,264	18,050	1,465	30,327	30,327
70 VP Admin & Finance (Rollup)	349,739	443,633	420,185	109,505	286,203	286,203
Total Ramapo College (Rollup)	700,464	813,875	843,819	288,198	627,886	627,886

C. Salary Blanket by Division by Unit

- Displays Salary Blanket for last 3 fiscal years, current YTD & Budget, and next year budget
- Rollups can be drilled down to Level/Organization
- Filter by Level or Program



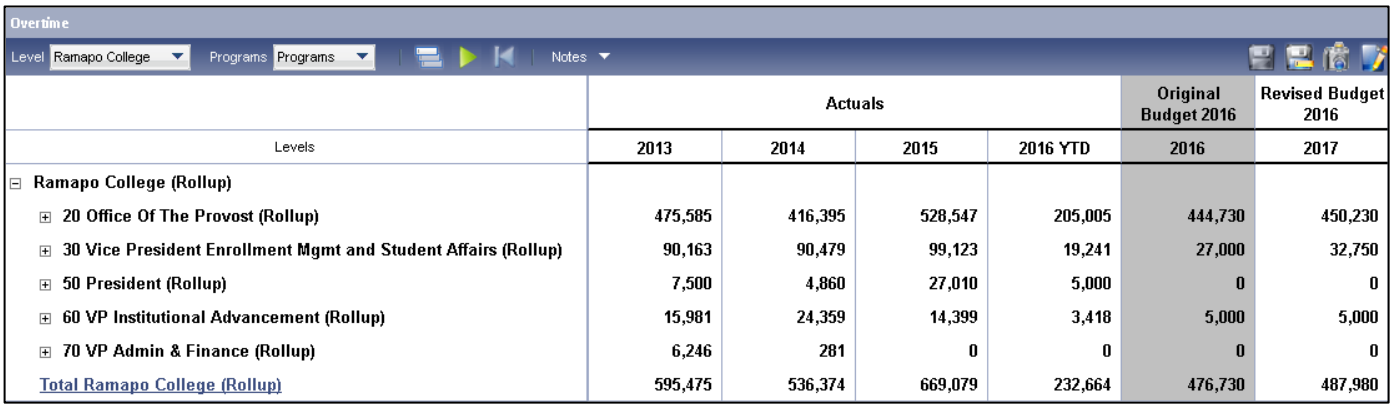
Overtime

Level: Ramapo College | Programs: Programs | Notes

	Actuals				Original Budget 2016	Revised Budget 2016
Levels	2013	2014	2015	2016 YTD	2016	2017
Ramapo College (Rollup)						
20 Office Of The Provost (Rollup)	369,480	413,935	474,736	159,130	430,100	443,900
30 Vice President Enrollment Mgmt and Student Affairs (Rollup)	240,708	290,868	265,220	67,121	271,296	271,396
50 President (Rollup)	0	13,310	12,610	23,017	0	0
60 VP Institutional Advancement (Rollup)	11,318	12,830	17,084	9,914	22,500	22,500
Total Ramapo College (Rollup)	621,506	730,943	769,650	259,182	723,896	737,796

D. Stipends by Division by Unit

- Displays Stipends for last 3 fiscal years, current YTD & Budget, and next year budget
- Rollups can be drilled down to Level/Organization
- Filter by Level or Program



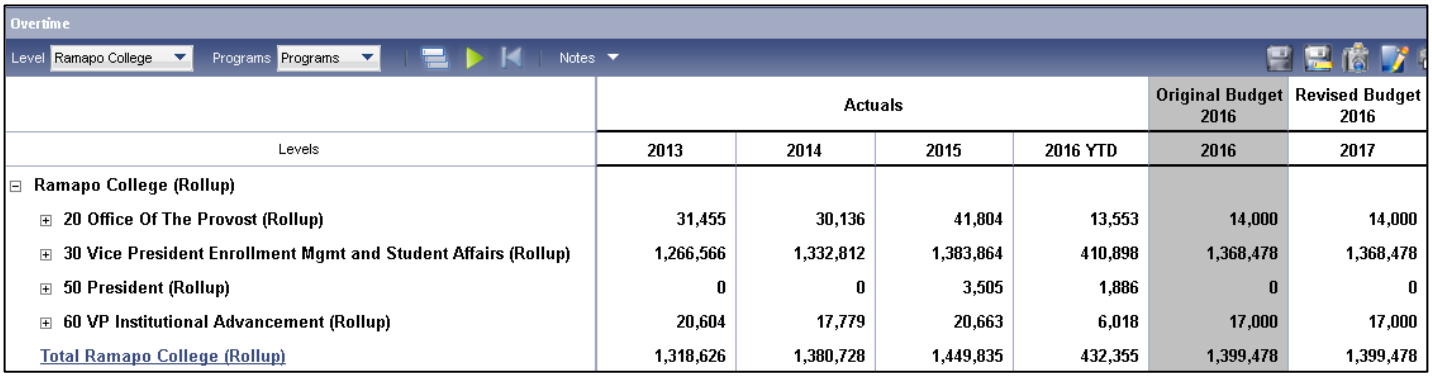
Overtime

Level: Ramapo College | Programs: Programs | Notes

	Actuals				Original Budget 2016	Revised Budget 2016
Levels	2013	2014	2015	2016 YTD	2016	2017
Ramapo College (Rollup)						
20 Office Of The Provost (Rollup)	475,585	416,395	528,547	205,005	444,730	450,230
30 Vice President Enrollment Mgmt and Student Affairs (Rollup)	90,163	90,479	99,123	19,241	27,000	32,750
50 President (Rollup)	7,500	4,860	27,010	5,000	0	0
60 VP Institutional Advancement (Rollup)	15,981	24,359	14,399	3,418	5,000	5,000
70 VP Admin & Finance (Rollup)	6,246	281	0	0	0	0
Total Ramapo College (Rollup)	595,475	536,374	669,079	232,664	476,730	487,980

E. Student Aide by Division by Unit

- Displays Student Aide budgets for last 3 fiscal years, current YTD & Budget, and next year
- Rollups can be drilled down to Level/Organization
- Filter by Level or Program



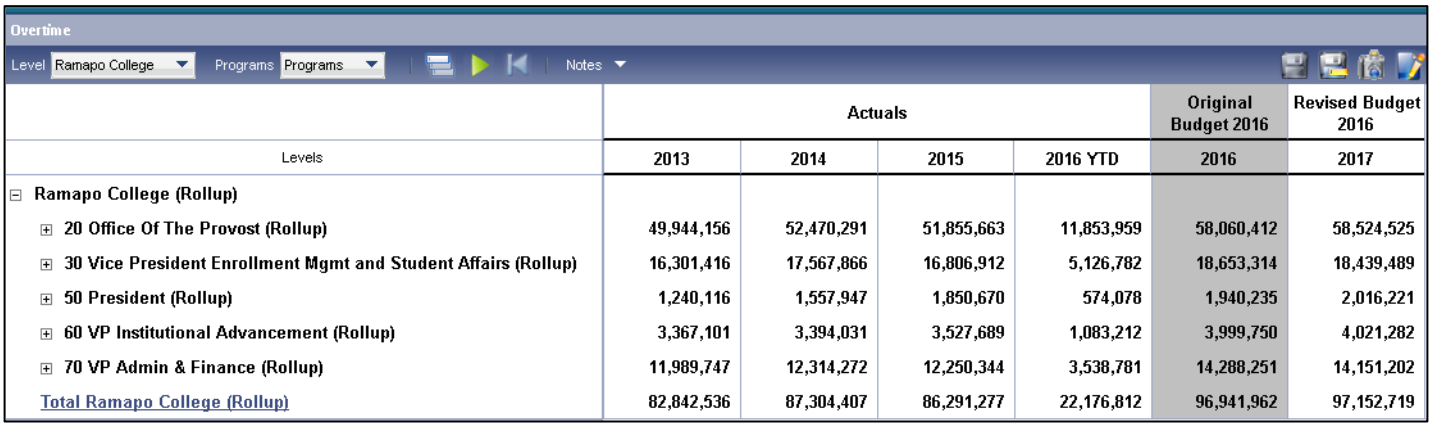
Overtime

Level: Ramapo College | Programs: Programs | Notes

Levels	Actuals				Original Budget 2016	Revised Budget 2016
	2013	2014	2015	2016 YTD	2016	2017
Ramapo College (Rollup)						
20 Office Of The Provost (Rollup)	31,455	30,136	41,804	13,553	14,000	14,000
30 Vice President Enrollment Mgmt and Student Affairs (Rollup)	1,266,566	1,332,812	1,383,864	410,898	1,368,478	1,368,478
50 President (Rollup)	0	0	3,505	1,886	0	0
60 VP Institutional Advancement (Rollup)	20,604	17,779	20,663	6,018	17,000	17,000
Total Ramapo College (Rollup)	1,318,626	1,380,728	1,449,835	432,355	1,399,478	1,399,478

F. Total Salary & Benefits by Division by Unit

- Displays Division's entire Salary & Benefits budget for last 3 fiscal years, current YTD & Budget, and next year
- Rollups can be drilled down to Level/Organization
- Filter by Level or Program



Overtime

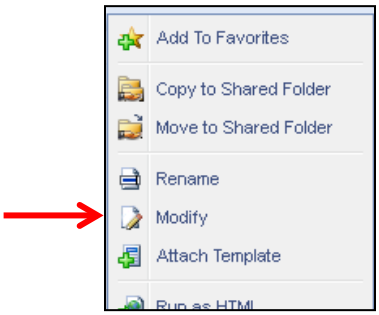
Level: Ramapo College | Programs: Programs | Notes

Levels	Actuals				Original Budget 2016	Revised Budget 2016
	2013	2014	2015	2016 YTD	2016	2017
Ramapo College (Rollup)						
20 Office Of The Provost (Rollup)	49,944,156	52,470,291	51,855,663	11,853,959	58,060,412	58,524,525
30 Vice President Enrollment Mgmt and Student Affairs (Rollup)	16,301,416	17,567,866	16,806,912	5,126,782	18,653,314	18,439,489
50 President (Rollup)	1,240,116	1,557,947	1,850,670	574,078	1,940,235	2,016,221
60 VP Institutional Advancement (Rollup)	3,367,101	3,394,031	3,527,689	1,083,212	3,999,750	4,021,282
70 VP Admin & Finance (Rollup)	11,989,747	12,314,272	12,250,344	3,538,781	14,288,251	14,151,202
Total Ramapo College (Rollup)	82,842,536	87,304,407	86,291,277	22,176,812	96,941,962	97,152,719

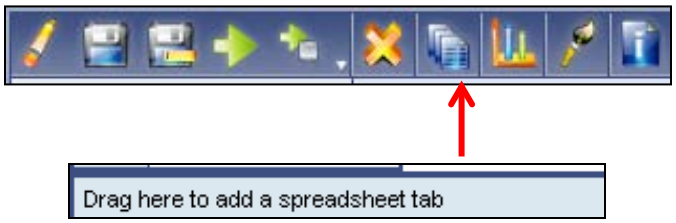
11. Repeating Reports

Unit Directors may be responsible for more than one Level (Organization). Their Rollup will only show the totals of all their divisions together. However, by using Repeating Reports, a Unit Director can upload a report to Excel and have multiple tabs that include their Rollup and each individual Level (Organization).

1. Scroll over the navigation icon in the top left corner and click on Reports.
2. Open up the Reports folder under the UNITS. Right click on the report you want to open. In the drop down menu, click on Modify. This will take you to the Matrix Report Builder.



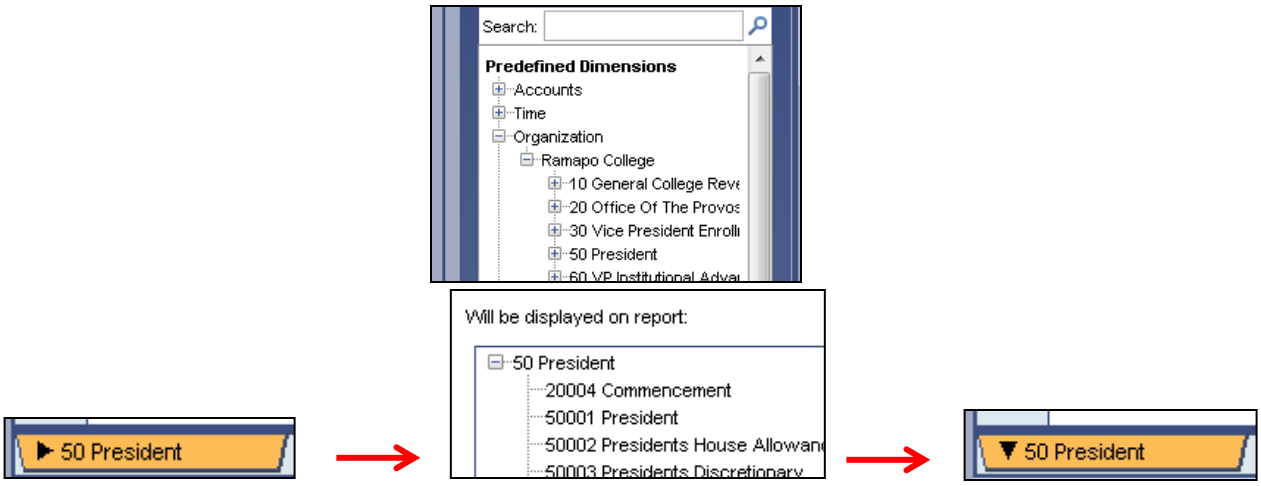
3. In the reports toolbar, click on the Repeating Reports button. A segment on the bottom of the page will appear.



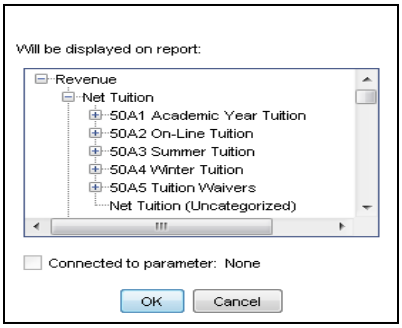
4. Open the filter tab, delete the “Organization” filter in order to create a Repeating Report by Org.

5. On the sidebar, locate Predefined Dimensions. Open up Organization, and then open up Ramapo College.

6. Drag all organizations to the bottom tab that reads, “Drag here to add a spreadsheet tab”.
    a. **NOTE:** Click on a rollup to drag the entire rollup to the tab.
    b. **NOTE:** The arrow must be pointed down to show all organizations. If the arrow points right, right click on the tab, click properties, and then open the rollup.



7. Right click on either Revenue or Expenses, and then click Properties. Open up any rollups and accounts you might want to see.
    a. **NOTE:** This step will have to be done twice if you need to change both Revenue and Expenses.



8. Run the report.

12. Help & Contacts

Browser Support: Call ITS helpdesk, Ext. 7777.

Adaptive Insights Technical Questions: Do **not** call Adaptive Insights. If you have any questions about the software, feel free to call Beth Walkley at Ext. 7266 or contact the Budget Office at budget@ramapo.edu.

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